

H.P.P.S.C. FORM 29

(TO BE FILLED BY THE ADMINISTRATIVE DEPARTMENT WHILE SENDING THE PROPOSAL SEEKING APPROVAL OF THE HIMACHAL PRADESH PUBLIC SERVICE COMMISSION FOR IMPOSING MAJOR PENALTY UPON DELINQUENT SERVING OR RETIRED OFFICER UNDER CCS (CC&A) RULES, 1965 OR CCS (PENSION) RULES, 1972, AS THE CASE MAY BE)

Sr. No.	Particulars	
1	Name of the delinquent officer	
2	(a) Whether permanent / quasi-permanent / temporary / tenure holder (b) If in permanent service, mention the post held substantively with: (i) Designation (ii) Scale of pay (iii) Pay drawn (iv) Date from which pay shown against (iii) drawn (c) Mention the post now held, on an officiating basis, with: (i) Designation (ii) Scale of pay (iii) Pay drawn (iv) Date from which pay shown against (iii) drawn (d) Mention the next lower post the officer would have held but for his appointment to the post he is holding at present (e) Post, if any, in which quasi permanent	
3	(a) Date of next increment in post held substantively (b) Date of next increment in post in which officiating at present	
4	(a) Date of birth (b) Date of joining Government service including name of post with pay scale	
5	(a) Date when due to retire (b) Amount of monthly pension admissible / sanctioned (c) Amount of gratuity admissible / sanctioned	

6	<p>(a) Appointing authority in respect of the post held at present or the authority which actually appointed the person if that authority is higher</p> <p>(b) Punishing authority in respect of the post held at present</p> <p>(c) Appellate authority in respect of the post held at present</p>	
7	<p>(a) Whether an oral inquiry, if required under the law has been held?</p> <p>(b) Name and designation of the Inquiry Officer or Commission of Inquiry, as the case may, appointed, if any</p>	
8	<p>Whether all the relevant documents (in original) particularly the following have been enclosed with the letter seeking the Commission's advice:-</p> <p>(a) In the case of original inquiries:</p> <p>(i) Suspension order, if any</p> <p>(ii) Charge sheet with the statement of imputations of misconduct or misbehavior</p> <p>(iii) Explanation of the accused officer to the charge sheet</p> <p>(iv) Record of the oral inquiry, if any</p> <p>(v) Inquiry Officer / Commission of inquiry's report</p> <p>(vi) Show cause notice for inflicting a major penalty, if issuance of such a notice is required under the law</p> <p>(vii) The accused's reply, if any, to the show cause notice</p> <p>(viii) Miscellaneous documents regarding evidence such as exhibits, statements etc. referred to in items (i) to (v) above</p>	

	<p>(b) In the case of appeals in addition to the documents specified under (a) above, the following:-</p> <ul style="list-style-type: none"> (i) Order of the punishing authority (ii) Appeal, if any, of the accused officer (iii) Comments on the appeal, as required under Rule 26 (3) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965 <p>(c) In the case of petitions/ memorials: In addition to the documents specified under (a) and (b) above, the following:</p> <ul style="list-style-type: none"> (i) Orders, if any, on the appeal (ii) Petition or memorial, if any, from the accused Officer <p>(d) Miscellaneous documents regarding evidence such as exhibits, statements referred to in item 14 (B) and 14 (C) and extracts of relevant rules, codes, acts, judgments, manuals etc, referred to in the charge-sheet, statement of allegations, statements of defence, Inquiry Authority's Report reply to show cause notice, appeal, petition, Department's comments</p>	
9	<p>(a) In a case where penalty is proposed to be imposed on an accused on the ground of conduct which has led to his conviction on a criminal charge:</p> <ul style="list-style-type: none"> (i) Has certified copy of the judgment of the trial court been enclosed? (ii) Has the limitation for appeal expired? If so, give the date on which 	

	<p>limitation expired</p> <p>(iii) Did the accused prefer an appeal against the judgment of the trial court? If so, please attach a certified copy of the judgment of the appellate court</p> <p>(iv) Miscellaneous documents, if any</p> <p>(b) In a case where it is not reasonably practicable to hold an inquiry in the manner provided in relevant rules:</p> <p>(i) Whether you have enclosed a copy of the order passed or proposed to be passed by the disciplinary authority to the effect that it is not reasonably practicable to hold an inquiry in the prescribed manner</p> <p>(ii) The reasons for the (proposed) order and a note on the materials on which these are based</p> <p>(iii) Enclose a copy each of the articles of charge the statement imputations and the list of witnesses and the documents which the Government has taken or proposed to take into account in arriving at a finding of guilt against the Officer and in arriving at a decision to impose a penalty on him.</p> <p>(v) Enclose the accused's explanation, if any</p> <p>(c) In a case where in the interest of the security of the State it is not expedient to hold any inquiry in the prescribed manner:</p>	
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	<p>(i) Whether a copy of the order or proposed order of the Government enclosed?</p> <p>(ii) The reasons for the (proposed) order and a note on the materials on which these are based</p> <p>(iii) Kindly enclose the documents mentioned at Serial No.9 (c) (iii) above</p> <p>(iv) Enclose the accused's explanation, if any</p>	
10	Whether a notice explaining the factual and procedural point mentioned in the officer's explanation has been enclosed?	
11	Whether the comments on procedural points, if any, raised by the officer in his explanation to the charge sheet / reply to show cause notice, appeal / petition have been given?	
12	Whether Departmental File relating to the case alongwith noting portion (in original) has been enclosed?	
13	Whether complete and up-to-date A.C.R. dossier of the officer has been enclosed?	
14	Name, address and telephone number of the officer of the Administrative Department to be contacted for discussion / clarification or for further information, if required.	

Date: _____
Place: _____

Signature _____
Name & Designation of the officer _____
(Not lower than the rank of Under Secretary to the
Government of Himachal Pradesh)